

ABOUT FEA

ORGANIZATION

The Arizona FEA provides high school students opportunities to explore teaching as a career. It helps students gain a realistic understanding of the nature of education and the of a teacher. The International FEA office manages a network of nearly 1000 FEA Chapters, offers support to FEA Advisors through trainings and publications, coordinates a network of state FEA contacts, plans the annual national conference, and fields questions from advisors and anyone interested in learning more about FEA.

MISSION

To recruit and provide experiences and skills for students who are exploring teaching as a future career; to develop essential skills that will lead to highly trained and qualified teachers in Arizona.

GOALS

- Strive to interest students in the education profession
- Recruit future educators with diverse ethnic, racial, social and economic backgrounds
- Promote academic excellence and leadership responsibilities in students interested in teaching
- Enhance the quality of the school's educational program through an appreciation of teaching and contributing to the smooth operation of the school
- Promote a positive image of education to students, parents, and the community and disseminate information about teaching
- Encourage members to be role models in the school, the organization, and the community

MEMBERSHIP

Arizona FEA membership is over 100 Chapters with over 1400 members

PUBLICATIONS

What's News - Arizona FEA quarterly newsletter
FEA National Newsletter
Program Directory - List of Program chapters & advisors

CONFERENCES

FEA Fall Leadership Conference
Arizona Great Teach - In
FEA State Conference
FEA National Conference
Hunnicutt Summer Academy
FEA Technology Camp

STRUCTURE

An Advisory Board consisting of State Director, State Officers, Local educators, administrators and business members set policies and provide direction and input for FEA activities. Local Chapters at High Schools with an Education Professions Program meet regularly to provide student leadership and direction for their members. All Arizona FEA Chapters are members of the FEA International organization.

HISTORY

Arizona FEA officially began in 2003 with the first Education Professions program. There was no official organization or direction for FEA at that time. In 2006 FEA held it's first State Conference in Phoenix. This expanded to a fall and State Conference the following year. In 2007, Arizona FEA was officially incorporated with a State Director and Advisory Selected to govern and oversee operations.

FUNDING

Funding is primarily by Chapter Affiliation dues, corporate and foundation support as well as federal grant funding.

ENDORSEMENTS

Arizona State University, Arizona Polytechnic, Arizona State University West, Maricopa Community Colleges, Arizona Department of Education Exceptional Student Services, FEA International, The Bellows Foundation, SRP

ARIZONA FUTURE EDUCATORS ASSOCIATION (FEA)



CONSTITUTION & BY-LAWS

REVISED JULY 2008

The Arizona FEA is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in the FEA constitution, by-laws or policies.

CONSTITUTION AND BY-LAWS OF THE ARIZONA FEA

ARTICLE I - NAME

SECTION 1 The official name of this organization shall be the Arizona Future Educators Association and may be referred to as Arizona FEA. Recognized Chapters of the organization may officially use the letters "FEA" and/or the words "Future Educators Association" to designate the organization, its chapters and/or members. FEA is an association of Education Professions students.

SECTION 2 The official location of the Arizona Future Educator Association shall be Arizona Department of Education, Career and Technical Education Division, 1535 W. Jefferson Street, Phoenix, AZ 85007

ARTICLE II - PURPOSE

SECTION 1 This association is an organization of students enrolled in an approved Education Professions programs functioning through local chapters and is member to the National FEA organization Charter. The purpose of FEA is to further the welfare of its members through:

- A. Providing students with opportunities to explore teaching as a career option.
- B. Helping students gain a realistic understanding of the nature of education and the role of the teacher.
- C. Coordinating information about teaching as a profession, employment opportunities, financial assistance options, and educational issues.
- D. Providing leadership for the local chapters.
- E. Providing a clearinghouse for information and activities.
- F. Providing recognition and prestige through an association of local chapters.
- G. Developing leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- H. Creating enthusiasm for learning.
- I. Promoting high standards in personal and professional ethics, workmanship, scholarship, and safety.
- J. Developing the ability of students to plan together, organize, and carry out worthy activities and projects through the use of democratic process.
- K. Developing progressive leadership that is competent, aggressive, self-reliant, and cooperative in the field of education.
- L. Being an integral part of the organized instructional standards in Education Professions and related career opportunities.
- M. Providing education related programs which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism and human resources of the community.
- N. Encouraging and recognizing achievement in supervised educational programs, scholarship, leadership, and other individual and group activities by providing awards to deserving members and chapters.
- O. Providing opportunities to explore and experience higher education networking and transition strategies.
- P. Addressing teacher recruitment and retention issues with other educational agencies.

ARTICLE III - ORGANIZATION

SECTION 1 Arizona FEA is the State association that approves the local chapters of FEA in the State of Arizona operating in accordance with the Charter granted by the National FEA (Future Educators Association).

SECTION 2 Active chapters of the FEA for students enrolled in public school programs shall be chartered only in such schools where approved systemic instruction in Education Professions is offered under the provisions of federal Perkins career and technical education legislation.

Each chapter shall meet the following eligibility requirements:

- 1. Have an Approved Educations Professions program
- 2. Meet the academic standards required by the school for students to participate in extracurricular activities
- 3. Complete a chapter application form
- 4. Complete all forms required by the State Association
- 5. Pay the State Affiliation fee as set

SECTION 3 Students enrolled in Education Professions may meet, organize, adopt a constitution not in conflict with the State and National Constitutions, elect officers, set up a program of activities, and then apply to the State Executive Council for membership in the State Association. Upon receipt of a charter from the State Association, a charter and the members thereof will be recognized as FEA.

SECTION 4 A State Advisory Council composed of leaders from Secondary and Higher Education representing various education institutions will be appointed by the State FEA Director to provide counsel, advice, and assistance to the State association in carrying out its functions.

Composition of the Advisory Council: 7 to 10 member council shall include the State of Arizona FEA Director as chairman and a:

1. Representative from a school district level position
2. Representative from a Community College level position (Administrative or Teaching)
3. Representative from a University level position (Administrative or Teaching)
4. Representative from the Department of Education, Career and Technical Education Division, State Supervisor of Education Professions
5. Representative from the Department of Education, Educational Special Services Division
6. Representative from Secondary level position (Administrative or Teaching)
7. Representative from the Student State Officer team
8. May include a Regional Representative of the National FEA Association
9. May include a Member of Business or Industry
- 10.

ARTICLE IV - STUDENT MEMBERSHIP

SECTION 1 Membership in the chapter shall be open to students who are currently enrolled in an approved Education Professions program. Membership of the Arizona FEA shall consist of the total eligible members of the chartered local chapter.

SECTION 2 Each member shall meet the following eligibility requirements:

1. Be enrolled in an Approved Educations Professions course
2. Meet the academic standards required by the school for students to participate in extracurricular activities
3. Submit a parent/guardian support letter
4. Actively participate in FEA sponsored activities

SECTION 3 A member of another FEA chapter who enrolls in the school will be accepted for membership in the chapter.

SECTION 4 Membership in the chapter shall not be restricted on the basis of race, ethnicity, religion, sex, national origin or physical handicap.

SECTION 5 Active Membership shall be considered in good standing when:

1. The member attends local chapter meetings
2. The member shows an interest in, and takes part in the activities of the chapter
3. The member displays conduct becoming a member of the organization.
4. The member is regularly enrolled in a high school class in Education Professions or has completed all of the Education Profession class requirements of the school attended

SECTION 6 A membership year shall be from July 1 through June 30 inclusive.

ARTICLE V - MEETINGS

SECTION 1 Regular meetings of the chapter shall be conducted on dates designated by the executive committee, approved by the chapter advisor(s), and announced in advance to members.

SECTION 2 Special meetings may be called by the advisor or the president with prior approval of the advisor.

SECTION 3 All meetings shall be open meetings.

SECTION 4 A State FEA Leadership Conference shall be held each year and serve as the official annual meeting(s) of the Arizona FEA.

SECTION 5 Local chapter meetings shall be called to order by the elected president of the chapter. The normal order of business is as follows:

1. Approval of minutes of previous meeting
2. Treasurer's report

3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New Business
7. Remarks, announcements, questions
8. Closing

SECTION 6 The normal order of business may be altered to accommodate special programs, activities, guest speakers, etc.

SECTION 7 A quorum shall consist of the members present at a chapter meeting.

SECTION 8 Special activities requiring travel shall follow school guidelines related to release forms and permissions.

ARTICLE VI - LOCAL & STATE OFFICERS

SECTION 1 The officers of each chapter will be appropriate to the needs and size of the chapter.

SECTION 2 All chapter officers shall be elected by a majority vote of members present during the designated chapter meeting to elect officers. The vote shall be by secret ballot.

SECTION 3 The terms of all chapter officers shall be for one year.

SECTION 4 All active chapter members shall be eligible for office.

SECTION 5 All chapter officers may serve consecutive terms.

SECTION 6 If an office is vacated, the officers may appoint a person to fill the vacated position until such time as the chapter can hold an election to fill the vacated office or the officers may appoint a person to fill the unexpired term of the person who has vacated the office.

SECTION 7 Duties of all elected officers will be described by the by-laws of the local FEA chapter.

SECTION 8 The officers of the State Association of FEA Executive Council shall be a President, Vice-President, Secretary, South Region Representative, Central Region Representative, and North Region Representative. The state officers and the State FEA Director will constitute the Executive Council of the State Association. The Executive Council of the State Association shall meet a minimum of three times per school year. Tentative dates will coincide with state FEA conferences in October and April and a late summer meeting for new officer orientation. Duties will be assigned to each State Officer by the State Director for FEA. An application process and screening will be used to select State Officers each year. This will include a recommendation from the local FEA advisor and resume' of FEA related activities.

ARTICLE VII - STATE OFFICERS & APPOINTMENTS

SECTION 1 Qualifications for State Office

1. Only active members are eligible to hold state office.
2. All applicants will be certified eligible for nomination to hold office by a screening committee appointed by the State Director.
3. To be considered for an office in FEA, a candidate shall:
 - A. Have at least one year remaining in his/her educational program.
 - B. Be recommended by the chapter and endorsed by his/her local chapter advisor, parents, and school administrator.
 - C. File an official application with the State Director's Office before the determined deadline is established.
 - D. Have a cumulative G.P.A. of 3.0 or better.
 - E. Demonstrate leadership on campus.
 - F. Be available to attend State Officer Meetings.
 - G. Attend Officer Training Scheduled in early fall.

SECTION 2 All officer positions will be filled according to qualifications, experience and recommendations from the Advisor. A screening committee will determine the candidates who are most qualified for each position. The officers selected will be notified before the FEA Fall conference and announced at the annual fall conference.

SECTION 3 Term of office will be for one school calendar year beginning with the Fall FEA State Conference.

SECTION 4 If there are no candidates for an office, students attending the officer training in the fall will be appointed at the discretion of the State FEA Director.

ARTICLE VIII - AFFILIATION FEES

SECTION 1 State Affiliation Fees shall be determined by the State FEA Director and Advisory Board for the following year. Fees will be payable within the time frame set by the State Director and Advisory Board. State Chapter Affiliation Fees for 2008 - 2009 will be set as follows: Program Affiliation pricing is based on the Education Professions program enrollment submitted by your school during the 2007-2008 school year. Enrollment numbers are determined by what your school submitted to the Arizona Department of Education/CTE Division. All Schools fit within one of the following categories:

Enrollment for 07-08	Program Affiliation Fee 08-09
0 - 50	350
51- 100	700
101- 150	1050
151 - 200	1400
201 - 250	1750
251 - 300	2100
301 - 350	2450
351- 400	2800

Included in the Program Affiliation Fees are:

- All students memberships in State and National FEA Organizations
- Advisor membership in State and National FEA Organizations
- Chapter Fee

Program Affiliation Process:

1. Have an active state approved Education Professions Program
2. Fill out Chapter Contract Form
3. Send in a copy of your chapter constitution
4. Send in a list of your FEA student members
5. List of student officers
6. Send in your annual program of action (Calendar of events and activities you have planned for your students)

SECTION 2 National dues will be included as part of the state affiliation fees. Guidelines and deadlines will be followed as set by the National FEA Association.

SECTION 3 State Chapter Affiliation Fees will be due and paid by October 1 of each school year in order and before members participate in any Arizona FEA activities.

ARTICLE IX – EMBLEM & COLORS

SECTION 1 Official emblems and colors have been set for the National & State FEA organizations and will be solely recognized as the official emblems to be displayed representing all affiliated functions.



ARIZONA OFFICIAL EMBLEM



OFFICIAL NATIONAL FEA EMBLEM

ARTICLE X – AUDIT

SECTION 1 The accounts of this organization shall be audited by a public auditor or a committee appointed by the State FEA Director with approval from the Executive Council.

ARTICLE XI – AMMENDMENTS

SECTION 1 To amend this Constitution, the proposed amendment must be presented in writing to the Arizona FEA State Director at least 60 days prior to the State FEA Conference. Upon acceptance by the Advisory Board, the proposed amendment shall be presented in writing to the local chapters at least 45 days prior to the State FEA Conference. This Constitution may be amended by a majority vote of approval by the authorized delegates of each chapter present at any Annual State FEA Conference.

SECTION 2 This Constitution may be amended by a two-thirds vote of the authorized delegates to any Annual State FEA Conference.

ARTICLE XII – RULES, REGULATIONS, & BY-LAWS

SECTION 1 Such rules, regulations, and by-laws as are deemed necessary in the proper conduct of each division of this organization shall be adopted by each chapter.

SECTION 2 No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.

SECTION 3 In all meetings, Robert's Rules of Order (Revised) shall serve as standard procedure.

BY - LAWS



ARTICLE I - RELATIONSHIP TO THE CONSTITUTION

SECTION 1 The by-laws shall be part of the Constitution of the Arizona Association of FEA.

ARTICLE II - LOCATION OF OFFICES

SECTION 1 The headquarters and principle office of the Arizona Association of FEA shall be located at the Arizona Department of Education in Phoenix, Arizona. The State FEA Director shall designate the business offices.

ARTICLE III - STATE FEA ADVISORY BOARD

SECTION 1 Term - All terms will be for a two-year period. Board members may be selected to serve consecutive terms.

SECTION 2 The Advisory Board will include the State of Arizona FEA Director as chairman and 7 -10 members including a representative from a school district level position; representative from a school district level position; representative from a Community College level position (Administrative or Teaching); representative from a University level position (Administrative or Teaching); two representative from the Department of Education; student state officer representative; representative from Secondary level position (Administrative or Teaching); may include a Regional Representative of the National FEA Association; may include a Member of Business or Industry.

SECTION 3 The Advisory Board shall cooperate with and serve in an advisory capacity to the State FEA Director; assist with the administrative direction of the organization, and assist in interpreting the State Constitution of the FEA.

SECTION 4 The State FEA Advisory Board will have the power to approve actions of the State Executive Committee and the delegates to the State Convention.

SECTION 5 The State FEA Advisory Board will elect a President of the Board. The President will be elected at the annual summer Advisory Board meeting. Only current Board members in their second term are eligible to serve as President. The Board will annually elect the president by ballot. The term of President is one year. No person shall serve more than two consecutive terms as President.

ARTICLE IV - DUTIES OF THE STATE FEA OFFICERS

SECTION 1 PRESIDENT - shall preside over and conduct meetings with accepted parliamentary procedure; appoint committees as needed; represent FEA at special events; to assign to his/her officers responsibility for all projects, including publishing of the state newsletter. He/she will also develop with his/her officers a Program of Work for his/her term of office and will make himself/herself available if necessary in promoting the general welfare of FEA.

SECTION 2 VICE-PRESIDENT - shall serve in any capacity as directed by the President; serve as the official parliamentarian; to accept the responsibilities of the Presidency as occasions may demand; to make himself/herself available in promoting the general welfare of FEA; be responsible for planning special programs as determined by the Executive Council. In the case of the office of president becomes vacant by resignation or otherwise, the Vice President will become the acting intern President until the term has been completed.

SECTION 3 SECRETARY - shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the State Executive Committee meetings; answer all club correspondence; keep up to date roll of all members; keep a copy of the Constitution and by-laws with the amendments properly entered; provide a list of old and unfinished business and potential new business before the start of each meeting; notify the members of the State Executive Council of special meetings; and after each meeting send a copy of the minutes to each state member club.

SECTION 4 REGIONAL REPRESENTATIVES - shall manage the overall publication of the newsletter; help with the overall FEA publicity; communicate to their respective region chapters activities, events, and other FEA related information; promote growth and development of communication within his/her region in accordance with the Program of Work during

his/her term of office; make himself/herself available as necessary in promoting the general welfare of FEA; and assist Executive officers in carrying out their duties as needed.

ARTICLE V - THE FISCAL YEAR

SECTION 1 The fiscal year of the Arizona Association of FEA shall be July 1 through June 30 of the next succeeding calendar year.

ARTICLE VI - BOOKS AND RECORDS

SECTION 1 Books and records of the organization may be inspected by any member or member's agent at any reasonable time. Arrangements for such inspection shall be made with the State FEA Director.

ARTICLE VII - REPORTS TO THE STATE FEA EXECUTIVE COUNCIL

SECTION 1 Each chapter shall submit the following information to the State Executive Council through the State FEA Director by September 1 the following:

1. A list of the newly elected chapter officers
2. A report of any changes in, or amendments to, the chapter's constitution and by-laws
3. An annual chapter report giving such data on status, enrollment, activities, service projects, attendance to State and National FEA events, and placement of graduating seniors higher education institutions. This annual report will help in identifying growth, needs, and vision for the future of FEA activities and events.

ARTICLE VIII - PROCEDURE FOR ISSUING CHARTERS TO CHAPTERS

SECTION 1 Arizona public schools may apply through the State FEA Director for affiliation with the FEA organization using the form provided. Such applications shall be signed by the Advisor, site principal, and FEA chapter President. The following materials shall accompany the application for chapter charter:

1. A copy of the chapter constitution and by-laws
2. A copy of the annual Program of Activities.
3. A complete list of local members with their mailing addresses
4. A list of the officers

SECTION 2 A charter shall be granted by the State FEA Director upon such application provided the proposed chapter constitution is not in conflict with the state and national constitutions of the FEA.

SECTION 3 State Chapter dues will be used entirely for providing leadership training, and student related training and activities throughout the year for all active FEA members.

*Adopted Nov. 2, 2007
Amended June 1, 2008*

2008-2009 ARIZONA FEA OFFICER EXPECTATIONS

First and foremost, an FEA Officer represents the membership of your local chapter as well as the entire Arizona FEA organization. Whether or not you are at an official FEA conference or event, it is your responsibility to represent this organization with the utmost respect and professionalism. In addition to your responsibility to the image of Arizona FEA, we have some specific expectations below which will need to be photo copied and signed and turned into the Arizona FEA State Director's Office to remain on file.

OFFICER EXPECTATIONS:

- Attend and participate in all FEA Sponsored activities on campus
- Attend at least one State FEA conference during the year
- Maintain at least a 3.0 G.P.A.
- Effectively manage your commitments outside FEA
- Follow the Arizona FEA Code of Ethics
- Maintain regular contact with the State Director & appointed State Officers (communicate your local chapter activities to the State Director throughout the year)
- Dress appropriately when representing Arizona FEA at presentations, meetings, or other events.
- Actively demonstrate your commitment to teaching and education through your leadership on campus
- Be a life-long learner

I, _____, am aware of these expectations and will be accountable for meeting them. I understand that if I fail to meet these expectations, I may be removed from office.

Officer Name: _____

Position: _____

Signature: _____ Date: _____

Advisor Name: _____

Advisor Signature: _____ Date: _____

** Submit this formed completed and signed to:

Gerry Corcoran
Arizona FEA State Director
1535 W. Jefferson St. Bin # 42
Phoenix, AZ 85007

DRESS CODE



DRESS FOR SUCCESS!

FUTURE EDUCATOR'S ASSOCIATION

You represent yourself, your family, your Advisor, your FEA program, your school and Arizona – dress accordingly.

When in doubt, dress up – not down. Take pride in your appearance and you will notice the difference. Help make FEA the CLASS of all the rest. FEA is a professional student organization. As with all professional organizations, image is crucial. If you are in doubt about what you are wearing, ask your Advisor ahead of time.

Helpful Hints:

- Make sure your cloths are clean and ironed
- Don't chew gum if your speaking in public
- Be aware of your body language and posturing
- Speak clearly and directly
- Speak with confidence and conviction
- Brush your teeth or chew a mint (fresh breath)
- Make sure your hair is groomed
- Use eye contact when talking to others
- Be passionate about teaching

FEA members, advisors, and guests will be dressed in appropriate business attire for all general sessions, awards ceremonies, competitive events, and workshops. No visible body piercing jewelry will be allowed, other than ears on men or women.

Appropriate Business Attire For Men: May include Sport coat, dress slacks, collared shirt, necktie, polo shirt, sweater, school FEA shirt, nice jeans, dress shoes and dark socks, clean tennis shoes.

Appropriate Business Attire For Women: Pant Suit, Skirt, dress slacks, blouse, sweater, dress shoes, nylons, school FEA shirt, nice jeans, clean tennis shoes.

Inappropriate Dress: Overalls, shorts, exercise or bike shorts, backless, see through, tight fitting, spaghetti straps, strapless, extremely short or low cut blouses/tops/dresses/skirts, tank tops, casual sandals, visual undergarments.

ARIZONA FEA CODE OF ETHICS

As future teachers and leaders of our great nation, it is imperative that our ethics be unshakable. Below are the Ethical standards we expect all of our students in office to adhere to. Failure to follow these guidelines will result in removal from office.

FEA CODE OF ETHICS:

- I will be honest and sincere
- I will approach each task with confidence in my ability to perform my work at a high standard
- I will willingly accept responsibilities and duties
- I will seek to profit by my mistakes and take suggestions and criticism directed toward the improvement of myself and my work
- I will abide by the rules and regulations of my school
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects
- I will respect viewpoints that I do not agree with when I disagree, I will do so in a respectful manner
- I will not engage in illegal activities while I am an FEA Officer
- I will not drink or smoke during FEA sponsored activities
- I will not engage in sexual activities during FEA sponsored activities.

I, _____, agree to follow the FEA Code of Ethics as outlined above. I understand that if I am found to be in violation of this Code of Ethics, I may be removed from office.

Officer Name: _____

Position: _____

Signature: _____ Date: _____

Advisor Name: _____

Advisor Signature: _____ Date: _____

** Submit this form completed and signed to:

Gerry Corcoran
Arizona FEA State Director
1535 W. Jefferson St. Bin # 42
Phoenix, AZ 85007